

TOWN OF DUMFRIES
Position Vacancy

PLANNER – ZONING ADMINISTRATOR
Starting Salary Range \$59,999 - \$69,999

Supervised by: Town Manager or his Designee

Supervises: Departmental employees as assigned

Position Summary:

Under the general supervision of the Town Manager or Designee, performs technical, administrative, and research tasks related to planning and zoning issues. Reviews development plans to ensure compliance with the Town's zoning ordinance, subdivision ordinance, the comprehensive plan and land development standards.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with reviewing site plans, zoning amendments, conditional use permits, and subdivision plats to ensure compliance with Town requirements
2. Researches and drafts reports, ordinances, grants and correspondence pertaining to planning and zoning issues. Gathers and assembles necessary data in support of Town development objectives.
3. Inspects development projects for compliance with approved site plans as part of the certification of occupancy process.
4. Assists in preparing and implementing the comprehensive plan, zoning changes, citizens' petitions, and related land use proposals.
5. Reviews and updates Town maps.
6. Explains, interprets and provides guidance regarding all applicable planning and zoning issues to architects, engineers, contractors, developers, property owners, the public and Town officials. Provides assistance, responds to requests, and resolves complaints.
7. Prepares meeting agendas, maps, charts, graphs, and various technical and compliance reports, and attends meetings as requested and assigned.
8. Investigates citizen's complaints and various ordinance violations (such as Zoning and Soil Erosion and Sedimentation) and issues violation notices as needed.

9. Acts as professional staff to the Planning Commission, Board of Zoning Appeals, and Architectural Review Board.
10. Assists in the supervision of part time staff, support staff, and temporary workers. Also supervises other staff as assigned by the Director of Community Development.
11. Maintains cooperative relationships with peer agencies and other governmental units to coordinate the planning and zoning functions. Keeps abreast of professional developments in the fields of planning and zoning and attends conferences, workshops, and seminars as appropriate.
12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree with coursework in urban planning or related field with certifications as indicated in the Special Requirements section and considerable experience in building and engineering, or equivalent combination of education and experience.
- Three years experience in land use planning and/or zoning administration or a related field.
- Thorough knowledge of the principles, practices and techniques of modern land use planning and zoning and of municipal planning and land-use issues.
- Thorough knowledge of local, state and federal laws and other regulations governing land use and zoning.
- Thorough knowledge of the practices of plan review and site inspection.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines for assimilation into GIS development and application.
- Skill in interpreting and applying planning and zoning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines and formulating policy, standards, and service recommendations.
- Ability to travel to other locations.

- Skill in reviewing and interpreting topographic maps, site plans, blueprints, specifications and construction drawings.
- Skill in producing basic GIS products.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, developers, architects, engineers, planners, property owners, the public, other professional contacts, and Town officials.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.

Special Requirements:

Certified Zoning Administrator within one (1) year of hire.
Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Application Process:

Submit a resume along with a cover letter and a completed [application form](#) addressed as follows:

Daniel E. Taber
Dumfries Town Manager
17755 Main Street
Dumfries, Virginia 22026-2386

All application must be received no later than close of business on February 14, 2013